



TOWN COUNCIL STUDY SESSION AGENDA
June 22, 2026
5:00 PM

I. Study Session Items

1. Council Information Hub - Lawson/Flowers - 30 minutes
2. Cell Services and Facilities - Matthews/Feazell/Jordan - 45 minutes
3. Business Recovery Plan - Heckber - 45 minutes
4. American Academy SRO Request - Kivela/Tsurapas - 30 minutes
5. Town Attorney Recruitment Review - Moreno - 45 minutes

II. Staff Updates

III. Town Council Updates/Items



MEMORANDUM

TO: Honorable Mayor and Members of Town Council
FROM: Michael Lawson, Deputy Town Manager
DATE: June 22, 2026
SUBJECT: Council Information Hub

ITEM OVERVIEW:

The Council Hub is a new tool to bring various types of information into one place for the benefit of Town Councilmembers. The Hub is intended to replace *Let's Talk Parker* as a one-stop-shop for information for the Council.

A brief training on how to access and use the Council Hub will given to the Council by Town staff.

BACKGROUND AND ANALYSIS:

Some Councilmembers have requested a more accessible and easy-to-use resource for gaining access to information about Town operations. The *Let's Talk Parker* platform has served in that capacity for several years but will be sunsetted as the Town transitions to a new engagement platform. To replace *Let's Talk Parker* as a repository for Town information, Town staff created the Council Hub.

The Council Hub is a Microsoft SharePoint site containing several different sources of information for the Council's convenience. Those sources include:

- Council Request Tracker
- Current and past Town Manager Weekly Updates
- Links to the Council agenda and packet
- Talking points on current important topics
- Town Manager Quarterly Reports
- Talk of the Town newsletters
- Miscellaneous items

The Council Hub is easy to access with just a few taps on a smartphone or tablet. It can also be accessed on a PC or Mac computer.

Town staff is also working on integrating an AI agent into the Hub to allow for natural language engagement with information available in the Hub. Staff anticipates rolling out this feature in the coming months.

Town staff will give a brief training on how to access and use the Hub. It is available through the Microsoft SharePoint app. The app can be downloaded on the Apple App Store or Google Play.

FINANCIAL AND POLICY IMPACTS:

There is no financial impact associated with this item.

COUNCIL DISCUSSION:

This item is information only.

ATTACHMENT:

None



MEMORANDUM

TO: Honorable Mayor and Members of Town Council
FROM: Bryce Matthews, Assistant Director - Planning
Weldy Feazell, PAR & Economic Development Director
Lindsay Jordan, Deputy Town Attorney
DATE: June 22, 2026
SUBJECT: Cell Services and Facilities

ITEM OVERVIEW:

The purpose of this study session is to provide Town Council with information regarding wireless communication facilities (cell facilities), including:

- How wireless communication facilities are reviewed and processed through the Town's land development process.
- An overview of active wireless communication projects and service providers operating within the Town.
- Discussion of the Town's current policy regarding wireless communication facilities on Town-owned properties.

BACKGROUND AND ANALYSIS:

Background and Prior Actions –

The Town has periodically updated its regulations governing wireless communication facilities:

2017 – Modernize Wireless Communication Facility Code

2019 – Small Cell Ordinance

2024 – Land Development Ordinance (LDO) Update – No change in Wireless Communication Policies.

The Town's current policy is to not permit private wireless communication facilities on Town-owned property.

Analysis and Discussion

Wireless Communication Facility Review Process

Wireless communication facilities are regulated through a combination of local regulations and federal requirements established by the Federal Communications Commission (FCC).

Different types of facilities are subject to different review processes:

New Wireless Communication Facilities

New facilities, including antennas mounted on buildings and freestanding towers, require:

- A Use by Special Review (UbSR) approval.

- Public hearings before both the Planning Commission and Town Council.

Small Cell Facilities

Small cell facilities are intended to improve wireless coverage and support newer 5G technologies.

Small cells are:

- Permitted within Town rights-of-way.
- Subject to Small Cell Right of Way (SCROW) permit approval.
- Required to meet applicable design standards.
- Subject to certain locational requirements.

Modifications to Existing Facilities

Replacement or upgrades to antennas on existing facilities may qualify as a:

- Determination of Non-Substantial Change, which is an administrative review conducted by staff without public hearings.

Existing Wireless Infrastructure

Each wireless carrier maintains its own network of antennas and equipment to provide service to its customers. Within Parker, in addition to wireless communication towers (cell towers), existing facilities are commonly located:

- On commercial and institutional buildings with screening.
- Along utility corridors on transmission lines.
- Within rights-of-way as small cell installations.

While residents support reliable cellular service, new antenna locations often generate concerns regarding visual impacts and proximity to residential neighborhoods.

Current Development

There are currently six active wireless communication facility applications, including:

- Determinations of Non-Substantial Change on existing facilities.
- New wireless communication facility proposals, including a new cell tower.

In addition, approximately 35 small cell facilities, located in Town rights of way, are currently being proposed by T-Mobile. These facilities are geographically spread throughout town to increase their 5G coverage.

Small Cell Infrastructure Challenges

Many proposed small cell installations require new electrical transformers and associated screening. Staff has encountered challenges including:

- CORE Electric Cooperative generally does not permit transformers to be wrapped or otherwise screened directly.

- Landscaping opportunities are often limited due to lack of available irrigation and long-term maintenance considerations.
- Site constraints within the right-of-way.

Wireless Coverage Considerations

Depending on the carrier, gaps in wireless service remain in certain areas of the Town. Much of the newer development in southwest Parker does not have good wireless service. As growth continues, providers may seek opportunities to expand and enhance their networks to address these service gaps. While the Town can provide processes and opportunities such as small cells in the right of way, the Town cannot require the providers to construct additional facilities.

Facilities on Town-Owned Property

Wireless communication providers occasionally inquire about locating facilities on Town-owned property. Consistent with prior Council direction, staff has not pursued these requests. Factors influencing this approach include :

Compatibility

- Potential conflicts with the intended use of Town properties.
- Particular concerns regarding open space and park properties.

Technical and Operational Conflicts

- Maintenance access requirements.
- Conflicts with Town communications infrastructure.
- Safety considerations.
- Long-term operational impacts.

Aesthetic Considerations

- Wireless facilities can be visually prominent.
- Potential impacts on community character and public views.
- Impacts of base area cabinets and fencing along with new access drives.

Process Requirements

- Use of Town property outside of ROW would likely require a formal Request for Proposal (RFP) process to provide a fair and transparent process for providers and cell tower companies regarding the opportunity to locate on a particular property.
- Additional legal and administrative review would be necessary.

Alternatives and Discussion

The Town's current practice is to not permit private wireless communication facilities on Town-owned properties. This approach has been based on previous Council direction and considerations related to compatibility with existing Town uses, operational conflicts, aesthetic

impacts, and the administrative processes required to lease public property for private infrastructure.

While the Town periodically receives inquiries from wireless communication providers and tower companies regarding the potential use of Town-owned property, these requests are generally part of a broader site selection process. Providers typically contact multiple public and private property owners within a geographic area identified through radio frequency (RF) analysis that indicates where additional coverage or capacity is needed. To date, wireless communication providers have not indicated that the Town's current policy has created a significant barrier to expanding or improving service within Parker. Providers have generally been able to pursue opportunities on privately owned properties that meet their operational and coverage objectives. As Council considers this topic, staff has identified the following policy options:

1. Continue the policy of not permitting wireless communication facilities on Town owned property.
2. Direct staff to explore policy options for allowing wireless communication facilities on Town owned property. Should Council wish to explore this option, staff would seek policy direction regarding the factors that are most important to Council in developing a framework for future consideration.

Strategic Alignment –



PROMOTE A SAFE AND HEALTHY COMMUNITY



ENHANCE ECONOMIC VITALITY



DEVELOP A VISIONARY COMMUNITY THROUGH BALANCED GROWTH

FINANCIAL AND POLICY IMPACTS:

Fiscal Impacts

If the Town were to lease space on Town-owned property for wireless communication facilities:

- Lease revenues would likely be nominal.
- Revenue potential would vary based on location, facility type, and market demand.
- Other Impacts

Any future requests to locate facilities on Town-owned property would be evaluated on a case-by-case basis, considering:

- Site-specific impacts.
- Operational requirements.
- Compatibility with existing Town uses.
- Community and aesthetic considerations.

COUNCIL DISCUSSION:

Staff seeks Council feedback regarding:

- Questions on the current review process for wireless communication facilities.
- Questions regarding existing regulations and policies.
- Whether Council would like staff to continue the current policy regarding not permitting

private wireless communication facilities on Town owned property or to explore development of a policy allowing these facilities on Town-owned property.

ATTACHMENT:

None



MEMORANDUM

TO: Honorable Mayor and Members of Town Council
FROM: Kim Heckber, Redevelopment Coordinator
DATE: June 22, 2026
SUBJECT: Business Recovery Plan

ITEM OVERVIEW:

This presentation provides an overview of opportunities to strengthen small business preparedness, resilience, and recovery in Parker.

- Summarizes findings and recommendations from a small business disaster preparedness and recovery research project.
- Identifies opportunities to improve business resilience, recovery coordination, and economic continuity.
- Introduces a phased action plan that leverages existing Town resources, partnerships, and programs.
- Supports the Town Council's Economic Vitality strategic priority by helping businesses prepare for, withstand, and recover from future disruptions.

This initiative supports the Town's long-term goal of maintaining a strong, resilient, and economically vibrant community.

- Advances the Town Council's Economic Vitality strategic priority.
- Strengthens the ability of local businesses to prepare for and recover from emergencies and disasters.
- Supports long-term economic stability through improved coordination, planning, and partnerships.

BACKGROUND AND ANALYSIS:

This presentation summarizes research conducted to identify opportunities to strengthen small business preparedness and recovery in Parker.

- Research includes peer community case studies, practitioner interviews, and local plan reviews.
- No prior Council action has been taken on this initiative.

The research identified opportunities to improve business resilience and recovery through existing Town resources and partnerships.

- Emphasizes preparedness, coordination, communication, and recovery support.

- Builds on existing emergency management and economic development efforts.
- Supports long-term economic resilience and continuity.

This item is presented for informational purposes only. No further action is needed.

FINANCIAL AND POLICY IMPACTS:

This presentation has no direct fiscal impact.

This presentation identifies opportunities to strengthen business resilience and recovery planning.

- Supports the Town's Economic Vitality strategic priority.
- May inform future operational planning, partnership development, and preparedness efforts.
- No legal or policy changes are proposed at this time.

COUNCIL DISCUSSION:

This item is presented for information and awareness; no Council direction is requested at this time.

ATTACHMENT:

None



MEMORANDUM

TO: Honorable Mayor and Town Councilmembers
FROM: Michelle Kivela, Town Manager
Jim Tsurapas, Chief of Police
DATE: June 22, 2026
SUBJECT: American Academy SRO Request

ITEM OVERVIEW:

The purposes of this discussion are to provide Town Council with information and obtain Council policy direction regarding American Academy's request to modify the proposed funding structure for dedicated School Resource Officers (SROs) assigned to its Motsenbocker and Lincoln Meadows campuses.

Key considerations include:

- American Academy currently receives service from two dedicated SROs.
- The Town's policy would require charter schools requesting dedicated SROs to fund 100% of associated program costs.
- American Academy has requested consideration of alternative funding options, including keeping at the 50/50 share, a phased approach or a 75% school-funded model.
- American Academy has indicated that a rotating SRO model would not meet the needs of its campuses and has requested dedicated officer assignments.
- Staff is requesting policy direction regarding future cost-sharing expectations for dedicated charter school SRO services.

BACKGROUND AND ANALYSIS:

Background / Prior Actions

The Parker Police Department maintains a comprehensive SRO Program serving Douglas County School District schools, charter schools, and private schools within the Town. The current staffing model includes eleven (11) budgeted SRO positions and one (1) SRO Sergeant assigned to supervise the program. An additional SRO Sergeant position is anticipated for Council consideration during the 2027 budget process.

The current assignment structure includes:

- One (1) SRO Sergeant supervising the SRO program.
- Two (2) SROs assigned to Legend High School.

- One (1) SRO assigned to Cimarron Middle School.
- One (1) SRO assigned to Sierra Middle School.
- Five (5) SROs serving eight (8) elementary schools and four (4) K-8 schools through a rotating coverage model.
- Two (2) dedicated SROs assigned to American Academy's Motsenbocker and Lincoln Meadows campuses.

Historically, American Academy has participated in a cost-sharing model for dedicated SRO services. As part of ongoing discussions regarding the sustainability of the Town's SRO program, staff proposed a revised funding structure requiring charter schools requesting dedicated SRO assignments to fund 100% of associated costs. Castle Rock has utilized a similar funding structure for the past three years.

During a recent meeting with representatives from American Academy, school leadership expressed concerns regarding the revised funding structure and requested consideration of alternatives, including a phased approach or a 75 percent funding contribution rather than full cost recovery. American Academy indicated that a rotating SRO model would not meet the needs of its campuses and reaffirmed its preference for dedicated officers assigned to each school.

Analysis and Discussion

Dedicated SRO Workload and Availability

American Academy has concerns with the expectation of funding 100% of dedicated SRO costs while asserting that officers are only physically present at the school approximately 65% of the year, and therefore they should not be responsible for 100% of the costs.

To evaluate this claim, staff completed a workload analysis of the American Academy SRO assignments. The assessment reviewed the 2025-2026 and 2026-2027 school calendars, including holidays, teacher workdays, professional development days, extended breaks, training requirements, vacation usage, and sick leave. The analysis found:

- 65% of available workdays are spent physically assigned to American Academy campuses.
- 6% of time is dedicated to mandatory law enforcement and SRO-specific training.
- 8% represents average vacation leave.
- 4% represents average sick leave.
- 17% represents availability for patrol assignments during periods when school is not in session.

When training, leave, and school-calendar constraints are included, dedicated American Academy SROs are engaged in school-related assignments, training requirements, or scheduled leave for approximately 83.34 percent of available workdays.

Staff believes the assertion that schools only receive 65% of the benefit of the position does not fully account for mandatory training, school-calendar constraints, and other activities directly supporting school safety operations. The Police Department notes that mandatory

training is required to maintain Colorado POST certification and SRO effectiveness and should be considered an integral component of providing qualified school-based law enforcement services. While officers may occasionally respond to critical incidents or department needs outside school grounds, their primary assignment remains focused on supporting their designated campuses and enhancing school safety.

SROs provide benefits beyond simply being physically present on campus. These officers develop long-term relationships with students, staff, and parents; participate in threat assessments and emergency planning; provide safety education; coordinate with school administration; investigate incidents; and serve as a direct liaison between the school community and the Police Department.

Regional Comparison

Parker currently staffs five (5) rotating SROs serving twelve (12) elementary and K-8 schools, while maintaining dedicated SRO assignments at middle schools, high schools, and both American Academy campuses. During discussions with American Academy representatives, staff noted that Castle Rock currently requires charter schools requesting dedicated SROs to fund those positions at 100%. During discussions with American Academy representatives, staff explained that the proposed funding model is intended to ensure long-term program sustainability while allowing Town resources to remain focused on broader community public safety priorities.

Options

Option 1 – Maintain Proposed 100% Funding Requirement

Pros:

- Provides full cost recovery for dedicated charter school SRO services.
- Aligns financial responsibility with the level of service requested.
- Supports long-term sustainability of the SRO program.
- Consistent with practices utilized by a neighboring jurisdiction.

Cons:

- Represents a significant increase in costs for American Academy.

Option 2 – Implement 75% School Funding / 25% Town Funding

Pros:

- Provides a transition period for American Academy.
- Reduces immediate financial impact to the school.

Cons:

- Continues partial Town subsidy of dedicated charter school services.
- Creates potential precedent for future charter school requests.

Option 3 – Continue Existing 50/50 Cost-Sharing Model

Pros:

- No immediate increase in costs to American Academy.
- Maintains existing agreement structure.

Cons:

- Requires ongoing Town subsidy of dedicated charter school positions.
- Does not support full cost recovery objectives.

FINANCIAL AND POLICY IMPACTS:

Fiscal Impact

The estimated annual cost of two dedicated American Academy SROs for Fiscal Year 2026-2027 is \$361,768, including salaries, benefits, equipment, vehicles, communications equipment, operating expenses, and training.

Funding Option	American Academy Town of Parker	
100% School Funded	\$361,768	\$0
75% School Funded	\$271,326	\$90,442
50/50 Cost Share	\$180,884	\$180,884

Other Impacts

Operational impacts include:

- Long-term sustainability of the SRO program.
- Ability to maintain dedicated SRO assignments at requested locations.
- Potential future requests from other charter schools regarding SRO funding models.
- Resource allocation and staffing flexibility within the Police Department.

COUNCIL DISCUSSION:

Staff requests Council discussion and policy direction regarding the following:

1. Maintain the proposed policy requiring charter schools requesting dedicated SROs to fund 100 percent of associated costs.
2. Approve a phased implementation approach, such as a temporary 75 percent school-funded model with a transition to full cost recovery.
3. Continue the existing 50/50 cost-sharing arrangement.
4. Provide alternative policy direction regarding charter school participation in the SRO program.

ATTACHMENT:

1. American Academy SRO Workload
2. SRO Assignment List 2026-27

3. American Academy Funding Options

A workload assessment was completed specifically for the American Academy campuses (Lincoln Meadows and Motsenbocker) in Parker, Colorado. A review of the 2025-26 and 2026-2027 school year was completed. The total amount of days available (Monday – Friday) were calculated which includes, holidays, extended breaks (Fall, Winter, Holiday, Spring, Summer), Professional Development Days, and Teacher Comp Days. The total amount of days which the School Resource Officer (SRO) was available to the school was also totaled leaving a percentage of days the SRO is available to American Academy.

Weeks that encompass a Professional Development Day or a Teacher Workday, the assigned SRO has the option of either taking a vacation day or modifying their schedule in the available days by working 9-hour shifts to total the 8 hours that would be unavailable due to the school schedule.

Average days of vacation and sick were obtained according to a 2024 patrol workload assessment encompassing a 4-year period. Vacation is strongly encouraged to be taken during extended breaks. Vacation during the school year is strongly discouraged.

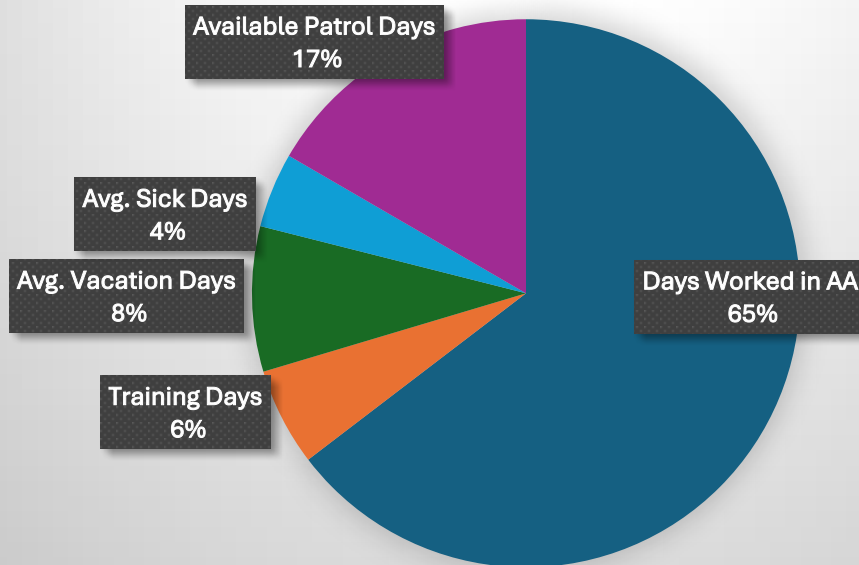
The SRO training schedule is completed during the summer break. Specifically, two weeks prior to school starting. SRO training includes two continuous weeks of training that covers all POST-mandated courses:

- Firearms (Primary, Secondary, Rifle)
- Arrest Control
- De-Escalation (Taser, OC, Pepperball)
- Driving
- Biased Based Policing
- Ethics
- CIT / Mental Health
- CPR

SRO's also attend either NASRO / CASRO conference on a yearly basis as well as attend the DCSD yearly training hosted by the Douglas County Sheriff's Office. It should be noted that other training courses occur (Law Enforcement as well as school related) on a yearly basis that are not articulated in this report. The 15 workdays displayed in the numbers is a conservative number.

After completed the assessment it has shown that the SRO's who are specifically assigned to the American Academy campuses are physically at the school, completing training, using paid time off 83.34 percent of available days.

AMERICAN ACADEMY SRO WORKLOAD



<u>Month</u>	<u>Year</u>	<u>Total Work Days</u>	<u>SRO Days Worked</u>	<u>Percentage</u>
August	2025	21	15	71.42
September	2025	22	20	90.9
October	2025	23	17	73.91
November	2025	20	15	75
December	2025	23	14	60.86
January	2026	22	17	77.27
February	2026	20	18	90
March	2026	22	17	77.27
April	2026	22	21	95.45
May	2026	21	14	66
June (summer)	2026	21	0	0
July (summer)	2026	23	0	0
<u>Total</u>		260	168	64.62
		Training	15	
		Vacation	22.25	
		Sick	11.5	
<u>Overall Total</u>			216.75	83.34

SRO Assignment List

If you contact any students during, or after school time, please email the appropriate SRO with the incident number / case number and the call type of the call for service.

SRO Sergeant	Sgt. Nick Eckmann	CRU3
Legend High School	Officer AJ Naro	801
Legend High School	Officer Michael Iranfar	802
Cimarron Middle School	Officer Bryan Faulkner	803
Sierra Middle School	Officer Trevor Nevins	804
American Academy Motsenbocker	Officer Nathan Santos	805
American Academy Lincoln Meadows	Officer Marcus Gwaltney	806

Challenge to Excellence Charter	Officer Jonathan Warn	807
Global Village Academy	Officer Jonathan Warn	807
Parker Performing Arts	Officer Jonathan Warn	807

Legacy Point Elementary	Officer Joey Holmes	808
Leman Academy	Officer Joey Holmes	808
Gold Rush Elementary	Officer Joey Holmes	808

Frontier Valley Elementary	Officer Traeger Davison	809
Iron Horse Elementary	Officer Traeger Davison	809
Pioneer Elementary	Officer Traeger Davison	809

Cherokee Trail Elementary	Officer Evan Friedland	810
Pine Lane Intermediate and Primary	Officer Evan Friedland	810
Prairie Crossing Elementary	Officer Evan Friedland	810

Safe 2 Tell



Handle with Care



AMERICAN ACADEMY SCHOOL RESOURCE OFFICER PROGRAM

100% costs paid by American Academy

SRO PROGRAM	EXISTING SROs (2 FTE) July 1, 2026 - June 30, 2027
Reoccurring Yearly Shared Costs:	American Academy Portion
Salaries	\$ 235,914
Benefits	\$ 70,774
All Operating Costs (annually \$5,000 per FTE)	\$ 10,000
Cell plan (\$480 per FTE)	\$ 960
Axon Plan, Body Worn Camera, Taser (\$4,220 annually)	\$ 8,440
Radio (New \$11,700, 5 year repl. cycle)	\$ 4,680
Equipped Patrol Vehicle (New \$108,000, 8 yr. repl. cycle)	\$ 27,000
Estaimted SRO Training (\$2,000 per FTE annually)	\$ 4,000
<i>Recurring Yearly Shared Costs Total</i>	\$ 361,768
<i>OT - \$85.07/Hour (Based on actual hours worked)</i>	-
<i>Recurring Yearly Costs</i>	\$ 361,768
<i>Capital Contribution for Start-Up Costs - including vehicles & radios</i>	\$ -
<i>Recurring Yearly Shared Costs plus Capital Contribution Total</i>	\$ 361,768
Incremental cost to American Academy over existing agreement	\$ 180,884

AMERICAN ACADEMY SCHOOL RESOURCE OFFICER PROGRAM

75% costs paid by American Academy / 25% paid by Town of Parker

SRO PROGRAM	EXISTING SROs (2 FTE) July 1, 2026 - June 30, 2027	
	Town of Parker Portion 25%	American Academy Portion 75%
Reoccurring Yearly Shared Costs:		
Salaries	\$ 58,979	\$ 176,936
Benefits	\$ 17,694	\$ 53,081
All Operating Costs (annually \$5,000 per FTE)	\$ 2,500	\$ 7,500
Cell plan (\$480 per FTE)	\$ 240	\$ 720
Axon Plan, Body Worn Camera, Taser (\$4,220 annually)	\$ 2,110	\$ 6,330
Radio (New \$11,700, 5 year repl. cycle)	\$ 1,170	\$ 3,510
Equipped Patrol Vehicle (New \$108,000, 8 yr. repl. cycle)	\$ 6,750	\$ 20,250
Estaimted SRO Training (\$2,000 per FTE annually)	\$ 1,000	\$ 3,000
<i>Recurring Yearly Shared Costs Total</i>	\$ 90,442	\$ 271,326
<i>OT - \$85.07/Hour (Based on actual hours worked)</i>	-	-
<i>Recurring Yearly Costs</i>	\$ 90,442	\$ 271,326
<i>Capital Contribution for Start-Up Costs - including vehicles & radios</i>	\$ -	\$ -
<i>Recurring Yearly Shared Costs plus Capital Contribution Total</i>	\$ 90,442	\$ 271,326

Incremental cost to American Academy over existing agreement	\$ 90,442
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AMERICAN ACADEMY SCHOOL RESOURCE OFFICER PROGRAM

50% costs paid by American Academy / 50% paid by Town of Parker

SRO PROGRAM	EXISTING SROs (2 FTE) July 1, 2026 - June 30, 2027	
	Town of Parker Portion 50%	American Academy Portion 50%
Reoccurring Yearly Shared Costs:		
Salaries	\$ 117,957	\$ 117,957
Benefits	\$ 35,387	\$ 35,387
All Operating Costs (annually \$5,000 per FTE)	\$ 5,000	\$ 5,000
Cell plan (\$480 per FTE)	\$ 480	\$ 480
Axon Plan, Body Worn Camera, Taser (\$4,220 annually)	\$ 4,220	\$ 4,220
Radio (New \$11,700, 5 year repl. cycle)	\$ 2,340	\$ 2,340
Equipped Patrol Vehicle (New \$108,000, 8 yr. repl. cycle)	\$ 13,500	\$ 13,500
Estaimted SRO Training (\$2,000 per FTE annually)	\$ 2,000	\$ 2,000
<i>Recurring Yearly Shared Costs Total</i>	\$ 180,884	\$ 180,884
<i>OT - \$85.07/Hour (Based on actual hours worked)</i>	-	-
<i>Recurring Yearly Costs</i>	\$ 180,884	\$ 180,884
<i>Capital Contribution for Start-Up Costs - including vehicles & radios</i>	\$ -	\$ -
<i>Recurring Yearly Shared Costs plus Capital Contribution Total</i>	\$ 180,884	\$ 180,884

Incremental cost to American Academy over existing agreement	\$ -
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MEMORANDUM

TO: Honorable Mayor and Town Council Members
FROM: Amber Moreno, Human Resources Director
DATE: June 22, 2026
SUBJECT: Town Attorney Recruitment Review

ITEM OVERVIEW:

The Town Attorney position is currently vacant. The purpose of this discussion is to review proposals received from three executive search firms and obtain Council direction regarding the selection of a vendor to assist in facilitating the recruitment process to hire a Town Attorney.

BACKGROUND AND ANALYSIS:

To support recruitment for this Council-appointed position, staff solicited proposals from executive search firms with experience recruiting municipal attorneys and executive-level local government positions.

Four proposals were received from three vendors: CPS HR Consulting, GMP Consultants, and Strategic Government Resources (SGR), which submitted both a full-service and limited-scope option. Staff reviewed each proposal and met with representatives from each firm to discuss qualifications, recruitment methodology, service offerings, and ability to support the Town's recruitment objectives.

Copies of all proposals were provided to Council in advance of the Study Session for review and consideration.

All proposals demonstrate the ability to conduct a national search and indicate a willingness to tailor the recruitment process to the Town's specific needs and Council's preferences.

FINANCIAL AND POLICY IMPACTS:

Proposed costs range from \$14,184 plus advertising expenses to \$30,000 plus candidate travel expenses.

COUNCIL DISCUSSION:

Council direction is requested regarding selection of a recruitment partner to assist with the Town Attorney recruitment process.

ATTACHMENT:

None

